

# **POLICE COMMUNITY SUPPORT COORDINATOR**

FLSA Status – Non Exempt

EEO Code – F/Office and Clerical

Class Code – RL620

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## **GENERAL DESCRIPTION OF DUTIES**

This classification develops and maintains an ongoing volunteer program, which provides assistance in various areas of the Police Department. The Police Auxiliary Coordinator is responsible for strengthening relations and enhancing the services of the Police Department through citizen participation, coordinating and training volunteers who wish to assist the Police Department with various non-sworn functions, and supervising volunteers with various duties and part-time employees who are enforcing parking and code enforcement violations within the City. This classification performs various activities involved in the enforcement of ordinances relating to regulation of control of parking, weeds, garbage and abandoned vehicles, and the securing, recording and disposing of property and evidence.

## **SUPERVISION RECEIVED**

This classification works under the general supervision of the Support Services Division Commander.

## **SUPERVISION EXERCISED**

This position participates in the supervision of part-time employees and supervises volunteers/auxiliary members. Supervisory duties include hiring and termination of employees, and assignment of volunteers within this section. The Coordinator is responsible for evaluating the performance of part-time and auxiliary personnel, and for taking corrective action with employees. This position may provide training and orientation to newly assigned personnel on Department policies and practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Administers Department's volunteer program, recruiting volunteers, scheduling volunteer tasks, arranging for training when necessary, etc. Supplies a monthly and yearly report directed to the Chief of Police to document hours worked and duties performed.
2. Receives and coordinates requests from the community for crime prevention services. Examples of this activity include scheduling and coordinating Citizen Forms, National Night Out, Neighborhood Watch meetings, etc.
3. Responds to complaints concerning various code violations (e.g., abandoned or illegally parked vehicles, animal nuisances, weeds and garbage accumulation on private and public property). Determines what actions are necessary, if any, and makes arrangements for or takes appropriate action based on the nature of the complaint.

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4. Implements Department policy related to parking enforcement by supervising part-time parking enforcement employee, issuing approved parking permits for residential and downtown parking areas, etc.
5. Arranges for notification of registered owners of vehicles towed pursuant to State statute.
6. Testifies in court as necessary.
7. Prepares correspondence and reports. Enters departmental records and property control information to computer and Law Enforcement Data System (LEDS) using word processing and computer input skills.
8. Follows all safety rules and procedures established for work areas.

## **OTHER JOB FUNCTIONS**

1. Provides necessary support to other departmental office personnel as workload and staffing levels dictate.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintains work areas in a clean and orderly manner.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Knowledge of general office procedures, including spelling, grammar, punctuation and math.
- Knowledge of operation of standard office equipment, including data entry equipment; telephone etiquette; and word processing software.
- Knowledge of the principles of supervision.
- Knowledge of state and local laws and ordinances.

### **Skills**

- Skill in accurately checking data.
- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

### **Abilities**

- Ability to communicate effectively with the public, members of the outside agencies, and employees.

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- Ability to work with public in resolving problems.
- Ability to safely operate motorized vehicles.
- Ability to secure, transport and control evidence, and ensure proper storage of property turned in to the Police Department.

## **EXPERIENCE AND TRAINING**

Equivalent to high school education and one year of general office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

## **SPECIAL REQUIREMENTS/LICENSES**

Must possess valid LEDS certificate and valid CPR/First Aid card within three months of appointment. Must possess a valid driver's license. Must successfully complete Vehicle Operation, Biohazard, Haz-Mat and Pepper Mace training.

## **DESIRABLE EXPERIENCE AND TRAINING**

Possession of valid LEDS certificate and valid CPR/First Aid card. Knowledge of specific word processing software utilized within the Department. Previous training and experience in emergency vehicle operation, biohazard and hazardous materials handling, and use of pepper mace. Previous training and experience in performing similar duties in a law enforcement agency, providing general knowledge of police procedures, terminology, etc.

## **PHYSICAL DEMANDS**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required over 50% of the work period while operating computers, motorized vehicles and other standard office equipment.

## **WORKING CONDITIONS**

Approximately 50% of the work period occurs in outdoor environments with exposure to all weather conditions. The noise level in the work environment is typical of most office environments. Driving a vehicle to work locations in the local area and overtime are part of this position. Reasonable accommodation will be made to meet the known limitations of qualified disabled individuals in performing the essential job functions of this position.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

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Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

**Established: 10/94**

**Revised: 05/01**

**Revised: 12/01**